

ROUND ROCK HIGH SCHOOL

CAMPUS GRADING GUIDELINES

PRINCIPAL'S MESSAGE

We believe that all students are capable of learning and it is our duty as teachers to grow life-long learners and thinkers while preparing them for an ever-changing 21st century world.

CORE VALUES

The grading guidelines for each course shall be provided to students and parents at the beginning of each school year. All campus grading guidelines shall be consistent by PLC, at a minimum.

ACADEMIC INTEGRITY

Round Rock High School is a comprehensive learning environment that presents students with a wide range of learning opportunities. The success of our learning environment depends on the goodwill and serious purpose of students, teachers, administrators, and parents. Securing the right of all students to learn in an honest environment characterized by academic integrity requires that we clearly define the expectations for honorable behavior and the serious consequences of dishonest academic performance.

Per District Policy: A student found to have engaged in academic dishonesty shall be **subject to grade penalties** on assignments* or tests **and** **disciplinary penalties** in accordance with the **Student Code of Conduct**. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the **judgment of the classroom teacher** or another supervising professional employee, taking into consideration written materials, observation, or information from students. [\[EIA LOCAL\]](#)

Round Rock High School | Campus Academic Integrity

Academic dishonesty can be defined using, but not limited to, the following terms:

- **Malpractice:** Gaining an unfair advantage in a class or homework assignment. Malpractice includes offenses such as receiving unauthorized help from friends, parents, tutors, AI, or siblings regarding what should be an individual assignment.
- **Plagiarism:** The act of presenting another's words and ideas as one's own without crediting the source - this includes using the internet. This

also includes paraphrasing material or an original idea without properly acknowledging the source.

- **Copying:** Taking the work of another student, with or without his or her knowledge, and submitting it as one's own.
- **Falsifying work:** Creating work with the unauthorized collaboration and/or use of generative AI.
- **Exam cheating/collusion:** Communicating with another candidate in an exam about the exam or consulting such material during an exam to gain an unfair advantage. Collusion includes offenses such as allowing one's work to be copied or handed in by another student, as well as sharing exam questions or copies of the exam with other students through physical or electronic means (e.g., text, discord, social media, email).
- **Duplication:** Submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.
- **Falsifying data:** Creating or altering data that have not been collected in an appropriate way. *Falsifying documents and/or signatures will be treated as academic dishonesty.*

***NEW for 25-26* Will be consequence as "Non-Compliance" not Academic Dishonesty:**

- **Breaking Test Day Protocol:** Student has unauthorized devices, ~~tabs, supports,~~ or other communication devices. This also includes having conversations in the hallway or restroom during the exam period.

Dual Credit Courses will follow the expectations and policies of Austin Community College.

On-Ramps Courses will follow both the campus grading guidelines as well as the expectations and policies of The University of Texas at Austin.

Consequences of academic dishonesty for any assignment, including, but not limited to tests, quizzes, lab work, and homework, of any category include, but are not limited to:

1. The student receives a grade of "0" on the assignment/assessment and is granted the opportunity to complete an alternative assignment/assessment for a maximum grade of 60 within two weeks from student notification.
2. The teacher has a conversation with the student and notifies them of the cheating.
3. The teacher notifies parents or guardians via phone/email.
4. The teacher completes a referral form.

5. AP will process the referral. The student is assigned consequences such as:
 - a. Disciplinary action per the Student Code of Conduct.
 - b. The student may be denied membership or be declared ineligible for organization activities, Honor Societies, put on probation or expelled from student organizations as stated in the specific organization's handbook.
 - c. Actions that involve collusion and/or theft of tests or teaching materials may result in suspension or other disciplinary actions to be determined by the building principal.
 - d. On the second offense during the academic calendar year (whether in the same course or multiple courses), students lose the ability to exempt semester exams for ALL courses.
 - e. For three or more infractions, the administrator may develop an individual support plan, in addition to disciplinary action.

ADVANCED PLACEMENT AP courses provide college-level curriculum and examinations to high school students. Curriculum for the various subjects is created for the College Board by a panel of experts and college-level educators in each subject. Each AP course is audited by the College Board to ascertain that it satisfies the AP curriculum. All assignments in AP courses must align with the subject-specific curriculum.

AP courses are subject to all district and campus grading policies and procedures.

ALIGNMENT Assignments must directly assess the skills and objectives found in the content area's Texas Essential Knowledge and Skills (TEKS). All Advanced Placement assignments must align with the College Board curriculum for that subject. PLCs are required to be aligned (all assessments must be common and lessons/assignments must be aligned with the ARRC) within their content.

CONFERENCES A teacher shall request a conference with a student's parents at the end of each progress reporting period if the student's grade falls below 70. In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed [\[EIA LOCAL\]](#)

A conference will be at the end of the 9-week grading period if the student's grade falls below 70. A conference is defined as a meeting for consultation, exchange of information, or discussion; and can be in-person, via telephone, or via email. Teachers must keep a log of parent/teacher conferences.

In the event the teacher is unable to contact the parent, the teacher must notify the parent in writing (email or letter).

DUAL CREDIT COURSES Dual Credit courses follow the grading policies and procedures of the college/university and NOT those of the district/campus. For example, there is no minimum number of grades per week; grades are not calculated by 9-week reporting periods; for every contact with a student's professor, a parent must show written consent from his/her student to professors to be able to gain access to the student's information, etc. Consult the college/university handbook or course syllabus for information on grading policies and procedures. Students taking Dual Credit courses are still required to take the STAAR EOC in the applicable content areas. Grades do not count towards GPA. Accommodations (special education and 504) must be approved through the college.

DUAL ENROLLMENT COURSES UT OnRamps courses provide college-level curriculum and assignments to high school students. The curriculum for the various subjects is created by professors from The University of Texas at Austin, who are experts and college-level educators in each subject. All assignments in the OnRamps high school courses align to the subject-specific curriculum in the college course.

Please note that the college grade is based on UT OnRamps policies and may vary from RRHS's campus policy. Please consult the high school and college syllabi specific to each course subject to view grading policies and procedures.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES A student shall be suspended from participation in any extracurricular activities sponsored or sanctioned by the District or the UIL after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any class, except those courses required to demonstrate mastery of essential knowledge and skills in public performance. [\[FM LOCAL\]](#). If a student drops a class with a failing grade, they are automatically ineligible.

Advanced Course Waiver

A student who receives a grade lower than the equivalent of 70, but not lower than 60, on a scale of 100 in a class identified as advanced by this policy may be eligible for a waiver that would allow participation in an extracurricular activity. For purposes of eligibility, a student shall be allowed only one waiver in one course for one grading period per semester. The first-semester waiver shall not be transferable to the second semester; however, the student shall again be eligible for one waiver in one course for one grading period during the second semester. [\[FM LOCAL\]](#) Students are responsible for accessing the form (online) and obtaining signatures from the teacher and the building principal (submitting paperwork to the principal's secretary). *The form must be completed and submitted before a student is eligible to compete.*

Courses considered "advanced" for the purpose of this policy shall include:

1. Advanced Placement (AP), Advanced, Advanced/TAG, AP/TAG, and OnRamps courses.

2. High school/college concurrent enrollment classes are included in Part One of the Community College General Academic Course Guide Manual and Precalculus.

The *RRISD Eligibility Calendar* can be found in the RRISD Secondary Student Handbook. It contains the following information:

1. End dates for the 9-week grading periods.
2. The dates for eligibility checks.
3. Whether the eligibility check can result in a gain and/or loss of eligibility to participate in a UIL activity. A gain or loss of eligibility is effective at the end of the school day (4:20 PM) on the day of the eligibility check date.

EXTRA CREDIT

If provided (not required), PLCs must be aligned and equitable on extra credit opportunities, which should be mastery-based assignments or opportunities to demonstrate continuous improvement on original assignments. Completion assignments, bringing in supplies, attendance at events or activities not related to the course, getting a signature, etc. are not allowable for extra credit.

FAILING GRADES

Students falling below a passing rate of 70% are expected to attend tutorials and/or Saturday School during the marking period in an effort to recover failing grades before the marking period ends. After the conclusion of the marking period, students may be eligible to repair their grades through a plan developed with their teacher (based on PLC alignment), which can include tutorials, Saturday School, or the credit recovery program as an option to recover the credit.

FINAL EXAMS

Final exams will be weighted 16% of the semester average. Final exams are administered at the end of the 1st and 2nd semesters.

State of Texas Assessments of Academic Readiness End-of-Course (STAAR EOC) exams are administered in the following subjects: Biology, Algebra I, English I, English II, and U.S. History. Due to this, final exams are NOT administered in these subjects in the spring, and spring semester grades are an average of the spring marking period grades only.

FINALITY OF GRADES

An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with the District and/or campus grading policy applicable to the grade.

GRADEBOOK

Teachers will be required to have one graded assignment per week beginning the first full week of school. Teachers will update the Home Access Center (HAC) weekly (by 9 am Tuesday). All assignments weighing more than 15% of a student's overall 9-week grade average must be entered into the grade book a minimum of 3 school days before the end of that grading cycle to allow students an opportunity to respond to failing assignments.

Students are required to check home access once a week in order to monitor their grades and progress. The student has a responsibility to coordinate retakes and make-up work with his/her teacher.

Grades should be entered within five (5) school days of when the assessment or assignment was turned in. For assessments or assignments that may require extra time to grade, the teacher will communicate the timeline for entering grades, no later than on the day that the assessment or assignment is turned in.

Assignments not turned in on the due date will be marked as a "0" or as missing "M" in the grade book. Assignments entered as an "M" are calculated as 0% in the grade book. Parents will be automatically notified through the grade book system if a student is failing a course.

All PLC's will have common grading policies that are approved by their supervising administrator before the first day of school. The best practice is to communicate the grading policy to parents and students through a syllabus and/or website.

No single assignment or assessment grade shall count for more than 30% of the total average; and no two assignments or assessment grades shall count for more than 50% of the total average, regardless of the grade category.

Major projects may consist of more than one assignment. Students should receive notice of major projects that will count for more than one assignment. Upon receipt of that multi-assignment project, students shall be informed of the number of assignments that the project will equal.

HOMEWORK

Homework shall be an extension of classroom practice. It shall be assigned to help students deepen their understanding of content, and practice skills in order to become faster or more proficient or learn new content on a surface level.

Students shall receive feedback on their homework so they know what they did correctly, what they did incorrectly, and what they need to do next to improve in preparation for any upcoming assessments.

INCOMPLETE GRADES

While we strive to have no incompletes, a student has one week to convert an incomplete grade to an earned grade. The teacher must communicate to the student the nature of the outstanding work and the time limitation for completing the work. *Note: For purposes of UIL eligibility, a student has one (1) week to convert an incomplete grade to an earned grade.* Incomplete grades are not permitted for the 4th marking period as teachers go off contract for the summer.

LATE ASSIGNMENTS

Teachers may assign an academic penalty to any assignment turned in after the due date in accordance with previously established guidelines aligned with the PLC, stated in the class syllabus, and disseminated to students.

The assignment should be evaluated based on the pre-established grading criteria. Once a grade has been assigned, late penalties will be assessed. Late penalties shall not reduce a student's final assignment grade below 50%. Exceptions are if the initial grade earned, before late penalties are assessed, is below 50%. No late penalties will be assessed for initial work below 50%.

MAKEUP WORK

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. Each student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. Makeup work processes and criteria will be consistent on campus for each subject/grade level. [\[EIAB Regulation\]](#)

Students shall be permitted to complete make-up work in any class missed because of an absence, truancy, or suspension. No grade penalties shall be imposed for make-up work unless turned in after the teacher's specified due date.

Students are expected to make arrangements with teachers in advance of school-related absences for work due during the time period absent.

MASTERY

Grades must reflect the student's relative mastery of an assignment. The student's mastery level shall be a major factor in the grade for a subject or course. **In order to be awarded a grade of "70" in a course or subject, a student must demonstrate 70 percent mastery of the District's curriculum objectives in any recording period.** [\[EIA Regulation\]](#)

REDO/RETAKE

Consistent with campus grading guidelines, a classroom teacher shall provide students a reasonable and fair opportunity to retake or redo failing work according to the guidelines developed for their campus course/grade level. [\[EIA LOCAL\]](#) *EXCEPT in situations where the Academic Integrity guideline had to be put into effect.* Teachers, in alignment with PLC, will establish a timeline, assign make-up work, and determine the tutorial criteria for retakes.

Although all eligible students may take advantage of retakes to increase the grade on an assignment, the grade will NOT count for UIL eligibility if it falls outside the UIL eligibility time period as stated in the RRISD Eligibility Calendar.

TUTORIAL TIMES

Each teacher shall provide a minimum of two (2) 30-minute tutorial periods per week, either before school (8:25 am) and/or after school (4:25 pm). Tutorial times must be posted on the teacher's syllabus and/or website.

In the event that a student's teacher is unavailable for tutoring, a student may tutor with any teacher within the content area. Teachers within the same content will coordinate tutoring times so as to provide maximum coverage.

It is an expectation that if students fail to demonstrate mastery of an assignment they will attend the next available tutoring time with either their teacher or a teacher within that content area.

RRHS Campus Grading Guidelines References

[EIA \(Legal\) Academic Achievement: Grading and Progress Reports to Parents](#)

[EIA \(LOCAL\) Academic Achievement: Grading/Progress Reports to Parents](#)

[EIA \(Regulation\) Academic Achievement: Grading/ Progress Reports to Parents](#)

[EIAB \(LOCAL\) Grading/Progress Reports to Parents: Make-up Work](#)

[FM \(LOCAL\) Student Activities](#)

[RRISD Secondary Student Handbook \(2023-2024\)](#) Pending 24-25 Update

RRISD Eligibility Calendar (2024-2025) (See the RRISD Secondary Student Handbook)

[Round Rock ISD Academic Calendar](#)

[HS Course Catalog 2024-25](#)